

## **SALARY AND BENEFITS**

The Electric Division Manager – Engineering annual salary is normally appointed at 85% of Control Point, which is approximately \$122,868. Hiring above that amount may be considered, based on qualifications and years of experience, up to the normal top of the range Control Point of \$144,552. Merit progression above the hiring salary is awarded at the discretion of the City Manager based on outstanding performance. A variety of benefits are available to management employees, including:

Vacation: Completion of 1 to 4 years service - 10 working days vacation per year; completion of 5 to 9 years - 15 working days per year; completion of 10 or more years - 21 working days per year.

Sick Leave: 12 days paid sick leave per year, and a provision for partial cash pay-out of accumulated sick leave upon retirement with 15 or more years' service.

Management Leave: 64 hours per calendar year.

Other Paid Leave: 13 paid holidays per year.

PERS Retirement Plan: California Public Employees' Retirement System (2.7% @55) integrated with Social Security.

Group Insurance: Choice of medical insurance plans is provided through PERS Health Insurance Program. Employees electing health coverage above the Kaiser single rate would be required to pay the premium pre-tax from salary. Dental coverage, long-term disability insurance and \$50,000 basic life insurance are provided. \$700 per year is available for unreimbursed medical expenses or professional development.

Other Benefits: Section 125 Flexible Benefit Plan; Retiree Medical Reimbursement Program for employees who retire from the City with at least ten years of service, and automobile allowance.

To receive first consideration for the screening process, the Human Resources Department must receive completed resume packets no later than 5:00 p.m., Tuesday, June 17, 2008. Resume Packets must include a "Letter of Interest and Intent", salary history (including current fringe benefits), and a detailed resume. You may send resume packets by mail, FAX to (408) 247-5627 or E-mail to [humanresources@santaclaraca.gov](mailto:humanresources@santaclaraca.gov)

Those with disabilities who are capable of performing the job duties of the position may request reasonable accommodation to help with the selection process by contacting the Human Resources Department at (408) 615-2080, or for those who are hearing impaired, call TTY (408) 984-3042.

Only those applicants who show the best combination of qualifications in relation to the requirements and duties of the position will be invited to participate in an oral interview.

Applicants must successfully pass a City background investigation, which may include, in the discretion of the City and/or as required by law, fingerprinting, criminal records search, credit check, DMV record check, workers compensation, academic and employment verification. Any information obtained will be used to determine eligibility for employment in accordance with the law, including but not limited to restrictions regarding employer use of arrest and/or conviction information.

Additional information is available from:

**City of Santa Clara  
Human Resources Department  
1500 Warburton Ave.  
Santa Clara, CA 95050  
[www.santaclaraca.gov](http://www.santaclaraca.gov)**

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AN EQUAL OPPORTUNITY EMPLOYER

The information contained herein is subject to change and does not constitute either an expressed or implied contract

## **The City of Santa Clara**



Invites applications  
for the position of

## **ELECTRIC DIVISION MANAGER - ENGINEERING**

## **ELECTRIC UTILITY DEPARTMENT**

**Preferred Filing Date:  
June 17, 2008**



**THE CITY OF SANTA CLARA**

Located in Silicon Valley, Santa Clara promotes a high quality of life and strong economic climate for a population of 114,238 residents. Within the city limits are included attractive residential and vigorous industrial areas, beautiful parks, and excellent schools.

Santa Clara is the home of Mission Santa Clara, Santa Clara University, Mission College and Paramount's Great America theme park. Santa Clara is a Charter City with a Council/Manager form of government. The city is a full service city with an annual budget of approximately \$535.5 million.

**THE DEPARTMENT**

The mission of the Electric Utility Department is to be a progressive, service-oriented utility, offering reliable, competitively priced energy services for the benefit of the City of Santa Clara and its customers.

**THE POSITION**

This is a management position in the unclassified service responsible for managing the Engineering Division of the Electric Department relating to planning, engineering, design construction and environmental compliance of electric utility transmission, distribution and generation facilities. The position requires a demonstrated ability to work well with management, professional and administrative support employees in the Department and with customers, professionals, managers and all City Departments.

As a member of the City's Unclassified Service, this is an "at will" position and the incumbent serves at the discretion of the City Manager. An incumbent in this classification: demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills; sets a good example; and correctly applies the tenets of the City's Code of Ethics and Values.

**EDUCATION AND EXPERIENCE**

- Education or experience equivalent to graduation from an accredited college or university with a bachelor's degree in electrical engineering or closely related field; and
- Four (4) years experience at a responsible level in engineering in the electric utility industry or closely related field is required.
- One (1) year of experience managing staff and with responsibility for division budget planning and administration is desirable.

**POSSIBLE SUBSTITUTIONS:**

Possession of a valid certificate of registration as an Electrical Engineer issued by the California State Board of Registration for Civil and Professional Engineers may be substituted in lieu of a bachelor's degree in electrical engineering or closely related field.

**LICENSE**

Possession of a valid California Class C driver's license is required at time of application and for the duration of employment.

**KNOWLEDGE, SKILLS, & ABILITIES**

**Knowledge of:**

- Principles of electrical utility planning and engineering involved in the development, construction, production, operational methods in interconnected utility area, principles of program evaluation, forecasting and planning, probability and energy analysis and formulation; customer service; telecommunications; information technology;
- Principles of engineering economics; and the principles of management and personnel administration;
- Confers with and assists the Director of Electric Utility in the development of long-range plans, goals and objectives, and budgets;
- Principles of management, supervision, training and performance evaluation;
- Principles of organization and management, effective leadership and municipal budgeting and administration;
- Manages, schedules and evaluates the work of Engineering Division staff, and develops processes designed to support a continuous learning environment;
- Analyzes Engineering Division operations to determine the most efficient and effective assignment of staff;
- Prepares the division budget, recommends allocation of division funds within guidelines; monitors expenditures to ensure adherence to the approved budget, manages contractual services;
- Prepares complete and comprehensive reports and records and presents a variety of reports regarding Engineering Division operations;
- Research methods and statistical analysis;
- Problem solving and conflict resolution practices and techniques;
- Complex spreadsheets and database applications;
- Preparation and administration of contracts and fiscal planning;
- Project and workload planning; and
- Environmental and safety practices, procedures and standards.

**Ability to:**

- Analyze complex data; resolve applicable problems; evaluate alternatives and recommend course of action;
- Effectively negotiate contracts and customer business relations;
- Manage contractor activities;
- Manage project development, and operations management;
- Identify, research and gather relevant information from a variety of sources;
- Exercise sound and independent judgment, conduct independent analyses and make recommendations on difficult and sensitive issues;

- Anticipate potential problems, develop contingency plans when needed and solve concurrent problems;
- Provide the leadership and management of the division through coaching, enabling and facilitating employees working in a team environment;
- Create a culture that is conducive to change and that is one that is able to select, recruit, retain, develop and motivate a skilled and talented workforce where everyone knows their mission, role, and job;
- Establish clear goals and objectives in order to create an organization that delivers excellent customer service through ethical leadership standards, establishes an atmosphere of respect for employees consistent with the City's Code of Ethics and Values;
- Build constructive relationships by promoting effective partnerships with department peers, bargaining units, employees, citizens, and others contacted in the course of work;
- Represent and speak for the department and its work, e.g., presenting, explaining, promoting, defining, and negotiating to those within and outside the department by making clear and convincing oral presentations to individuals and groups, by listening effectively and clarifying information and by facilitating an open exchange of ideas;
- Prepare and present highly technical and complex written and oral reports using multi-media to large groups and City staff;
- Work effectively as a member of the department's management team to achieve common goals and be able to deliver excellent customer service to both internal and external City clients;
- Plan, organize, direct, and coordinate organization activities and effectively manage the work of Engineering Division staff;
- Work effectively and coordinate multiple projects and complex tasks simultaneously in time-sensitive situations and meet deadlines;
- Communicate logically and clearly, both orally and in writing; follow oral and written instructions;
- Understand and carry out highly complex technical tasks;
- Use computer applications, prepare memos and procedural documentation;
- Create, manage and maintain complex filing and record systems;
- Operate office machines and common office equipment including a personal computer, copier and facsimile machine; and
- Walk or stand for extended periods of time and bend, stoop, crawl, climb, lift or any other physical requirement as necessitated by the position to perform assigned duties.

**TYPICAL DUTIES**

This description may not include all the duties listed below, nor do the examples cover all duties that may be performed.

**Under general direction:**

- Plans, develops, coordinates, performs, and directs the activities of an assigned Division(s) of the Electric Utility Department;
- Provides management and supervision for all activities of Engineering in the planning, engineering and design of individual system extensions, revisions and improvements;
- Provides recommendations on a broad spectrum of division related issues;
- Manages assigned staff, provides technical instructions and assistance as necessary; develops, performs and manages the implementation of utility plans based upon applicable State and Federal laws;
- May be responsible for directing the activities of consultants and contractors;
- Attends meetings and works with engineers, contractors, specialists and City staff to ensure that City guidelines are met in the defining of the details of projects;
- Represents the City at industry meetings, management groups, professional organizations, and other meetings;
- Makes periodic and special reports, which describe current activities of Engineering and conducts special studies and prepares reports, including findings and recommendations, as required;
- Prepares or directs the preparation of all purchase specifications required to implement Electric Utility Department purchases in connection with system expansion and improvements;
- Conducts review and analyses of new equipment, methods and materials pertinent to the improvement, operation and maintenance of the system and makes recommendations to the Operations Manager;
- Administer and assist in the staff and financial matters of the Engineering Division; and
- Performs other related duties as assigned.

**SUPERVISION RECEIVED**

Works under the general direction of the Director of Electric Utility, Assistant Director of Electric Utility, or other manager as assigned.

**SUPERVISION EXERCISED**

Manages professional, administrative support staff and other staff as assigned.

**OTHER REQUIREMENTS**

Must be able to perform the essential functions of the job assignment.

**CONFLICT OF INTEREST:**

Incumbent in this position is required to file a Conflict of Interest statement upon assuming office, annually, and upon leaving office, in accordance with City Manager Directive 100.